

State of California—Health and Human Services Agency
Department of Health Services



GRAY DAVIS
Governor

September 27, 2002

CHDP Program Letter No.: 02-09

TO: CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM
DIRECTORS, DEPUTY DIRECTORS, STATE CHILDREN'S MEDICAL
SERVICES (CMS) BRANCH STAFF AND REGIONAL OFFICE STAFF

SUBJECT: CHDP PROGRAM SCHOOL REPORTING AND REIMBURSEMENT
REQUIREMENTS, SCHOOL YEAR 2002-03

Purpose

This program letter outlines the legislative authority for the certificate of health examination of children entering first grade and the school reporting requirements. The purpose of this letter is to provide detailed responsibilities and procedures for school reporting by local Child Health and Disability Prevention (CHDP) Programs, public school districts, and private schools.

Legislative Background

In cooperation with local CHDP Programs, the governing body of every school district and private school that has children enrolled in kindergarten is required to provide information to the parents or guardians of all children on the importance of health to learning and the importance of receiving a health screening before the end of first grade.

The California Health and Safety (H&S) Code Section 124085 requires each child within 90 days of entrance into the first grade to provide a certificate approved by the Department of Health Services to the school where the child is to enroll. This certificate documents that within the prior 18 months the child has received the appropriate health screening and evaluation services. In lieu of such a certificate, the school can accept a waiver signed by the child's parent(s) or guardian indicating that he/she does not want or is unable to obtain health assessment and evaluation services.



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The H&S Code Section 124100 also requires every public school district and private school in California to report the following information on an annual basis.

- ◆ The total number of children enrolled in first grade.
- ◆ The number of children who have had health screening examinations as indicated by certificates.
- ◆ The number of children whose parents or guardian have given written waivers that they do not want their children to receive health screening examinations.

The CHDP Program has the responsibility for gathering this information. **By law, the public school districts and private schools are required to submit the required information to local CHDP Programs no later than January 15 of each year.**

The CHDP Annual School Report (PM 272) was designed to facilitate the collection of the required information from public school districts and private schools. A copy of the PM 272 is enclosed. This form is also available at www.dhs.ca.gov/publications/forms/pcf/cms.htm. The process for gathering and reporting the information on the PM 272 is described in the enclosures.

Local CHDP Program Relationships with Public and Private Schools

Each local CHDP Program should establish a working relationship with public and private schools within its jurisdiction to ensure that CHDP Program school entry requirements are met. The goal of these relationships is the assurance that all parents and guardians of children entering public or private schools are receiving the information necessary to enable them to meet school entry requirements. Local CHDP Programs also assure that local health service providers are aware of the school entry requirements and provide appropriate services to meet such requirements.

In recent years, the number of entry level school children who have had health assessments has increased as a result of the efforts of local CHDP Programs. The information on the PM 272 forms provides data for the determination of compliance rates for the children in first grade receiving health examinations. The compliance rates for recent years are listed below.

<u>Fiscal Year</u>	<u>Compliance Rate</u>	<u>Change from Previous Year</u>
1998-1999	92.9 Percent	1.9 Percent Increase
1999-2000	92.3 Percent*	0.6 Percent Decrease

*Based on preliminary data.

State CMS Branch Relationships with California Department of Education (CDE), Public School Districts, and Private Schools

In collaboration with CDE, the State CMS Branch prepares and distributes a packet of information to each public school district. The CMS Branch provides a similar packet to local CHDP Programs for distribution to private schools.

The CMS Branch provides the following material to the local CHDP Programs:

- ◆ CHDP Program Letter
- ◆ Status Report for Public School Districts
- ◆ Local CHDP Program Responsibilities with Private Schools
- ◆ Local CHDP Program Checklist: Review and Submission of PM 272 Forms to CMS Branch
- ◆ CHDP School Report Summary
- ◆ CDE List of Public School Districts
- ◆ CDE List of Private Schools

Copies of the aforementioned documents are provided in Enclosure A.

The CMS Branch provides the following material to the public school districts:

- ◆ Letter from CMS Branch to Public School Districts
- ◆ Letter from CDE to Public School Districts
- ◆ Public School District Label
- ◆ CHDP PM 272
- ◆ Public School District Instructions for Completion of PM 272 Forms
- ◆ Public School District Checklist: Review and Submission of PM 272 Forms to Local CHDP Program
- ◆ CHDP Professional Brochure (<http://www.dhs.ca.gov/pcfh/cms/HTML/pub141.pdf>)

Copies of the aforementioned documents are provided in Enclosure B.

The CMS Branch provides the following material to local CHDP Programs for distribution to private schools:

- ◆ Letter from CMS Branch to Private Schools
- ◆ Two Sets of Mailing Labels for Private Schools
- ◆ CHDP PM 272
- ◆ Private School Instructions for Completion of PM 272 Forms

- ◆ Private School Checklist: Review and Submission of PM 272 Forms to Local CHDP Programs
- ◆ CHDP Professional Brochure

Copies of the aforementioned documents are provided in Enclosure C.

Local CHDP Program Process for Gathering and Reporting School Information

To distinguish the difference between processing the CHDP PM 272 for public school districts and private schools, the CMS Branch has provided separate documents that address each. The Status Report for Public School Districts and the CHDP Responsibilities for Private Schools are explained in the enclosures to this letter. A checklist for local CHDP Programs to use during their review of the PM 272 forms is also enclosed. **The due date for local CHDP Programs to submit PM 272 forms to CMS Branch is April 15, 2003.**

As described in the enclosure explaining the local CHDP Program responsibilities, please note four new changes.

1. Reconciliation with CDE Lists – The local CHDP Program shall reconcile all PM 272 forms from public school districts and private schools with the CDE Lists of Public School Districts and Private Schools. These two reconciled CDE lists shall be submitted with the PM 272 forms to the CMS Branch. Any new public school districts and/or private schools not shown on the CDE lists shall be identified on a separate addendum to the lists.
2. One Mailing to CMS Branch – The local CHDP Program shall collate all of its PM 272 forms and send them as an aggregate to the CMS Branch. Forms sent on a random basis will be returned to the local CHDP Program.
3. Corrections to PM 272 Forms – Any PM 272 form that is incomplete, inaccurate, or has any discrepancy shall be returned to the local CHDP Program for correction. The local CHDP Program shall work with the public school district and/or private school to obtain the correct information and resubmit the corrected form to the CMS Branch.
4. CHDP School Report Summary – The local CHDP Program is responsible for completing and submitting the CHDP School Report Summary with the PM 272 forms. This document summarizes the number of public school districts and private schools that have been queried to comply with the H&S Code requirements.

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If you have any questions regarding the submission of the reports, please contact Helen Y. Wong, Program Support Section, at (916) 327-2232 or hwong1@dhs.ca.gov. For all other questions, please refer to the CHDP School Handbook. Questions not addressed in the handbook should be directed to the Nurse Consultant in your Regional Office.

Original Signed by Harvey Fry for Maridee Gregory, M.D.

Maridee A. Gregory, M.D., Chief
Children's Medical Services Branch

Enclosures